

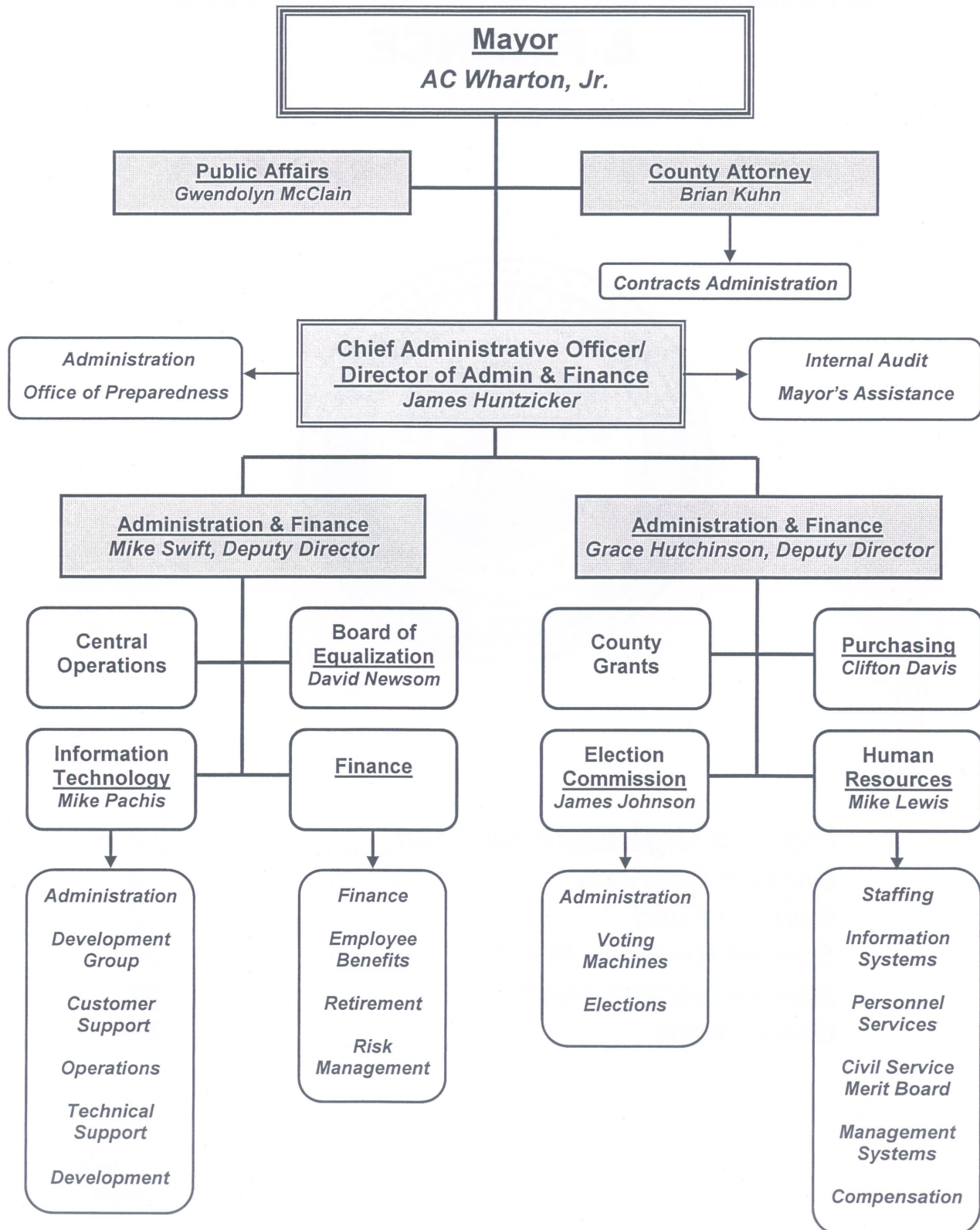
# DIVISION OF ADMINISTRATION & FINANCE



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# ADMINISTRATION & FINANCE DIVISION

## Organizational Chart by Program





# **Administration and Finance Division**

## **Overview for Fiscal 2009**

*Jim Huntzicker, Director*

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### **MISSION STATEMENT:**

The Division of Administration and Finance consists of:

- Administrative Functions - Mayor provides leadership and direction for Shelby County; Chief Administrative Officer carries out the directives of the Mayor and coordinates all functions under the Mayor; County Attorney provides legal counsel and assistance to the Mayor, County Commission and all elected officials; Board of Equalization; and Election Commission. The purpose of the Administrative Functions is to provide leadership and Direction for County Government and to carry out administrative functions of property tax assessment appeals and elections.
- Support Functions – Purchasing, Information Technologies, Finance, and Human Resources. The purpose of the support functions is to provide support to all other areas of government so that they can function effectively and efficiently.
- Other – Central Operations accounts for general revenue and countywide expenditures such as insurance, audit and support for the Regional Medical Center. County Grants accounts for support for related entities and grants to non-profit entities.

### **STRATEGIC GOALS:**

The strategic goals of the Administration are addressed in the Mayor's letter at the front of the budget document. The strategic goals of the support functions are to provide tools and support for the service departments to allow services to be provided in an effective and efficient manner. The division's goals include making sure all purchases are handled in an ethical and economical manner, the computer systems and telephone systems are operational virtually all the time and we are responsive to opportunities to make service operations more effective and efficient through improved technologies, financial data is readily available in a timely basis and departments are given prompt support with all personnel matters.

### **ISSUES & TRENDS:**

The demand for information and support continually increases. While substantial strides have been made through the use of technology including digital imaging, providing increasing amount of information and support requires resources. Budget constraints have required shrinking County Government which reduces available resources and support services tend to be the first areas required to make reductions because no one wants to reduce services.

### **FY08 PERFORMANCE HIGHLIGHTS:**

- The Mayor convened a blue ribbon task force which developed short and long term strategy for the Regional Medical Center (The Med). A new structure for the Med is now being explored
- A major emphasis has been placed on economic development including embarking on a broad economic growth initiative called Memphis Fast Forward.
- A major upgrade of the telephone system was completed.
- The budget process has been streamlined to focus on programs, providing the budget earlier to the County Commission and simplifying preparation.

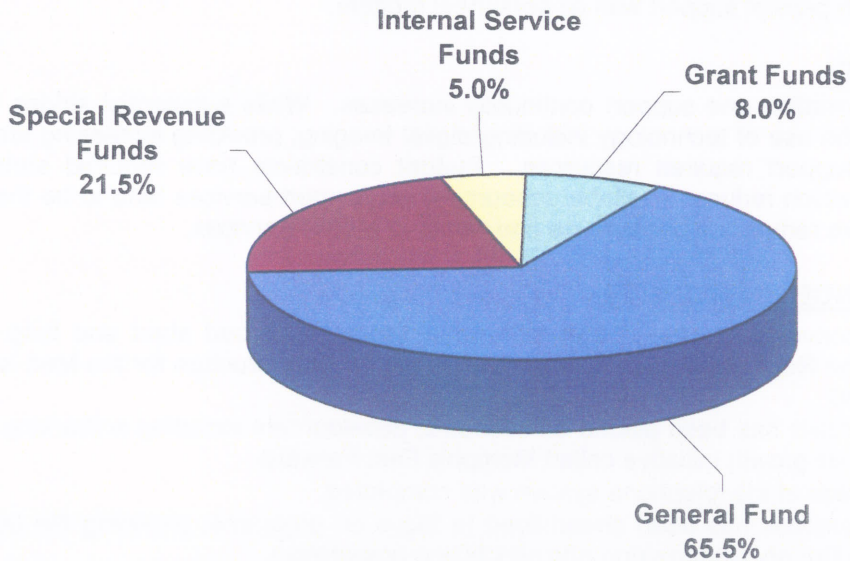
### **FY09 BUDGET HIGHLIGHTS:**

The FY09 budget is a continuation budget. No new programs are being proposed within the Division of Administration and Finance. However, we are requesting \$500,000 for a major upgrade of the County website. Funding requirements for the Med will have to be considered as the needs of the Med become better defined.

**ADMINISTRATION & FINANCE DIVISION**  
**Division Totals by Fund Type**  
**FY09 Adopted Budget**

FUND NAME	REVENUE	EXPENDITURES	TRANSFERS	NET OPERATIONS	% of Total
GENERAL FUND	(258,388,254)	57,077,837	7,280,035	(194,030,382)	65.5%
SPECIAL REVENUE FUNDS:					
Hotel-Motel Tax Fund	(21,700,000)	15,708,691	5,991,309	-	18.0%
Car Rental Tax Fund	(2,000,000)	2,000,000	-	-	2.3%
Economic Development Fund	-	1,000,000	(1,000,000)	-	1.1%
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>(23,700,000)</b>	<b>18,708,691</b>	<b>4,991,309</b>	<b>-</b>	<b>21.5%</b>
INTERNAL SERVICE FUND					
Telecommunications	(4,382,740)	4,382,740	-	-	5.0%
GRANT FUNDS	(7,012,536)	7,012,536	-	-	8.0%
<b>TOTAL DIVISION - ALL FUNDS</b>	<b>(293,483,530)</b>	<b>87,181,804</b>	<b>12,271,344</b>	<b>(194,030,382)</b>	<b>100.0%</b>

**Expenditures by Fund**





**ADMINISTRATION & FINANCE DIVISION**  
**Position Totals by Program/Fund**  
**FY06 - FY09 Adopted Budget**

<b>FUND/PROGRAM:</b>	<b>FY 06 ACTUAL</b>	<b>FY 07 ACTUAL</b>	<b>FY 08 BUDGET</b>	<b>FY 09 ADOPTED</b>	<b>FY 08-09 Change</b>
<b>GENERAL FUND:</b>					
200101 - Mayor's Office	5	5	5	5	-
200201 - Public Affairs	5	6	6	4	(2)
200301 - CAO-Administration	9	9	9	9	-
200302 - Internal Audit	7	7	7	6	(1)
200303 - Office of Preparedness	-	-	2	1	(1)
200305 - Mayor's Assistance Center	6	7	10	9	(1)
200901 - County Attorney	42	39	39	39	-
200902 - Contracts Administration	5	5	6	6	-
201101 - Director & Staff - A & F	4	4	4	4	-
201401 - Staffing	11	4	6	6	-
201402 - Human Resources Info Sys	5	5	5	5	-
201404 - Personnel Services	7	15	6	6	-
201405 - Civil Service Merit Board	2	2	2	2	-
201406 - Management Systems Dev	20	21	21	20	(1)
201407 - Compensation	-	-	7	5	(2)
201701 - Purchasing	11	11	13	11	(2)
201801 - I T Administration	6	7	7	4	(3)
201802 - Development Group I	17	14	15	15	-
201803 - Customer Support	19	18	18	19	1
201804 - Operations	19	21	21	20	(1)
201805 - Technical Support	15	15	14	14	-
201807 - Development Center	17	17	18	18	-
202501 - Finance	32	32	32	33	1
202503 - Employee Benefits	5	5	5	5	-
202507 - Retirement	7	7	7	7	-
202508 - Employee Assistance Program	8	8	8	7	(1)
202516 - Risk Management	7	7	7	7	-
202801 - Board of Equalization	9	9	9	9	-
202901 - EC - Adminstration	20	20	20	19	(1)
202902 - Voting Machines	7	6	6	7	1
<b>TOTAL POSITIONS - GENERAL FUND</b>	<b>327</b>	<b>326</b>	<b>335</b>	<b>322</b>	<b>(13)</b>
<b>SPECIAL REVENUE FUNDS:</b>	-	-	-	-	-
<b>INTERNAL SERVICE FUND:</b>					
201501 - Telecommunications	6	6	4	4	-
<b>GRANT FUNDS:</b>	-	-	10	10	-
<b>TOTAL POSITIONS - ALL FUNDS</b>	<b>333</b>	<b>332</b>	<b>349</b>	<b>336</b>	<b>(13)</b>





# **DIVISION OF ADMINISTRATION & FINANCE**



## **GENERAL FUND**

**ADMINISTRATION & FINANCE DIVISION**  
**Division Totals by Program - General Fund**  
**FY06 - FY09 Adopted Budget**

PROGRAM NUMBER AND NAME		FY 06 ACTUAL	FY 07 ACTUAL	FY 08 YTD ACTUAL 12/31/07	FY 08 REVISED BUDGET	FY 09 ADOPTED BUDGET
200101	Mayor's Office	453,549	446,613	383,827	788,692	788,306
200201	Public Affairs	383,324	452,156	177,580	528,407	357,211
200301	CAO-Administration	1,476,106	1,081,875	534,765	1,060,443	1,071,577
200302	Internal Audit	433,597	500,281	233,575	560,555	508,068
200303	Office of Preparedness	-	-	194,289	549,784	482,880
200305	Mayor's Assistance Center	322,786	387,313	292,434	612,182	582,131
200901	County Attorney	2,970,460	3,133,789	1,663,271	3,268,553	3,279,620
200902	Contracts Administration	301,630	328,391	200,825	431,535	435,752
201101	Director & Staff - A & F	410,650	1,004,793	251,683	(247,929)	(228,755)
201201	Central Operations	(191,509,873)	(207,522,825)	(17,891,812)	(223,619,517)	(223,356,436)
201301	County Grants	4,434,481	1,518,500	1,287,483	2,273,500	1,338,500
201401	Staffing	505,106	186,860	167,578	368,791	360,161
201402	Human Resources Info Sys	258,220	276,240	140,555	303,868	297,500
201404	Personnel Services	568,096	1,058,616	312,834	597,982	614,107
201405	Civil Service Merit Board	160,512	175,841	92,356	182,026	183,855
201406	Management Systems Dev	830,471	913,007	452,692	1,147,215	1,113,795
201407	Compensation	-	-	221,284	459,719	300,493
201701	Purchasing	542,617	563,400	307,179	874,248	819,312
201801	I T Administration	(1,306,837)	(1,222,163)	(326,184)	(1,004,611)	(1,182,542)
201802	Development Group	1,455,533	1,173,470	605,410	1,379,207	1,417,496
201803	Customer Support	1,494,932	1,517,340	828,045	1,734,088	1,756,087
201804	Operations	2,417,931	2,514,843	1,408,401	2,611,919	2,637,766
201805	Technical Support	1,420,883	1,290,162	699,002	1,610,983	1,619,823
201807	Development Center	1,834,702	2,639,126	1,203,244	2,965,254	2,963,265
202501	Finance	1,922,212	2,111,393	1,062,195	2,387,058	2,439,349
202503	Employee Benefits	283,649	285,386	160,222	329,978	355,546
202507	Retirement	21,172	1,474	298	4,000	(8,822)
202508	Employee Assistance Program	25,296	404,335	193,067	74,169	(148,977)
202516	Risk Management	430,510	408,038	207,846	211,714	209,732
202801	Board of Equalization	243,410	278,974	221,092	437,802	465,100
202901	EC - Administration	1,173,754	1,232,807	668,175	1,564,920	1,667,378
202902	Voting Machines	323,009	403,248	238,169	530,763	528,380
202903	March (May) Election	534,704	-	116,152	(2,959)	-
202904	August Election	31,161	1,062,114	-	-	1,120,556
202905	October Election	-	-	904,231	(1)	-
202906	November Election	(128,556)	911,558	55	-	1,181,404
202907	Special Election	26,053	(1,748)	(52,942)	-	-
GENERAL FUND DIVISION TOTALS		(165,254,750)	(180,484,793)	(2,841,124)	(195,025,662)	(194,030,382)



**ADMINISTRATION & FINANCE DIVISION**  
**Division Totals by Account - General Fund**  
**FY06 - FY09 Adopted Budget**

ACCOUNT NUMBER AND NAME	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 YTD ACTUAL 12/31/07	FY 08 REVISED BUDGET	FY 09 ADOPTED BUDGET	% Change
40 - Property Taxes	(197,408,179)	(204,672,539)	(19,867,983)	(203,858,000)	(203,858,000)	
41 - Local Taxes	(23,954,322)	(25,473,175)	(7,973,113)	(33,880,000)	(32,830,000)	-3.1%
42 - Local Revenue	(4,604,603)	(4,675,621)	(1,807,474)	(5,687,798)	(4,835,642)	-15.0%
43 - State Revenue	(8,375,146)	(14,546,671)	(1,909,527)	(13,440,499)	(13,481,450)	0.3%
46 - Elected Officials' Fines & Fees	(1,795,500)	(2,231,941)	(796,183)	(1,648,500)	(1,543,500)	-6.4%
47 - Other Revenue	(4,855,782)	(5,144,569)	(325,629)	(3,371,198)	(1,839,662)	-45.4%
<b>Revenue</b>	<b>(240,993,532)</b>	<b>(256,744,516)</b>	<b>(32,679,909)</b>	<b>(261,885,995)</b>	<b>(258,388,254)</b>	<b>-1.3%</b>
51A - Salaries	12,729,695	14,814,675	7,830,514	17,205,179	17,323,793	0.7%
51B - Other Compensation	168,706	340,142	154,928	285,730	326,335	14.2%
55 - Fringe Benefits	2,934,277	1,934,031	2,752,381	5,198,222	5,141,955	-1.1%
56A - Salary Restriction	-	-	-	(1,314,595)	(4,525,148)	
<b>Salaries &amp; Fringe Benefits</b>	<b>15,832,678</b>	<b>17,088,848</b>	<b>10,737,823</b>	<b>21,374,536</b>	<b>18,266,935</b>	<b>-14.5%</b>
60 - Supplies	1,202,981	1,129,673	456,349	1,276,096	1,353,740	6.1%
64 - Services	665,448	788,443	439,873	872,844	821,106	-5.9%
66 - Professional & Contracted Svcs	3,100,277	3,612,999	2,087,411	4,231,028	4,193,420	-0.9%
67 - Rent, Utilities & Maint	1,641,757	1,697,077	1,004,311	1,743,927	1,767,815	1.4%
68 - Interdepartmental Charges/Exp	1,602,181	2,248,814	454,527	1,480,010	1,699,922	14.9%
69 - Intergovernmental Expenditures	222,950	244,531	123,631	250,000	300,000	20.0%
70 - Asset Acquisitions	76,166	837,185	246,747	322,654	236,399	-26.7%
<b>Operating &amp; Maintenance</b>	<b>8,511,760</b>	<b>10,558,722</b>	<b>4,812,849</b>	<b>10,176,559</b>	<b>10,372,402</b>	<b>1.9%</b>
80 - Debt Services	2,323,968	1,975,568	151,729	2,707,996	1,250,000	-53.8%
89 - Special Funded Projects	24,795,148	26,379,167	14,366,483	29,102,500	28,732,500	-1.3%
90 - Grants	206,000	206,000	721,000	771,000	206,000	-73.3%
95 - Contingencies & Restrictions	-	-	-	(1,758,839)	(1,750,000)	-0.5%
96 - Operating Transfers In	(5,711,103)	(4,123,532)	(1,994,931)	(5,087,443)	(5,719,965)	12.4%
98 - Operating Transfers Out	29,780,331	24,174,950	1,043,832	12,725,000	13,000,000	2.2%
99 - Planned Fund Balance Change	-	-	-	(3,150,976)	-	-100.0%
<b>DIVISION TOTALS</b>	<b>(165,254,750)</b>	<b>(180,484,793)</b>	<b>(2,841,124)</b>	<b>(195,025,662)</b>	<b>(194,030,382)</b>	<b>-0.5%</b>

## MAYOR'S OFFICE

ACCT	DESCRIPTION	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 YTD ACTUAL 12/31/07	FY08 REVISED BUDGET	FY 09 ADOPTED BUDGET
<b>2001</b>	<b>MAYOR'S OFFICE</b>						
51A - Salaries		334,402	309,830	274,906	217,893	474,767	469,979
52A - Other Compensation		0	0	9,996	7,740	0	0
55 - Fringe Benefits		76,714	74,985	70,475	56,076	123,000	127,402
Salaries & Fringe Benefits		411,116	384,815	355,377	281,709	597,767	597,381
60 - Supplies		27,199	33,717	40,022	14,734	40,000	35,000
64 - Services		10,222	10,493	25,965	20,580	32,550	32,550
66 - Professional & Contracted Services		3,100	2,081	4,848	3,721	5,200	4,200
67 - Rent, Utilities & Maint		17,451	12,846	13,985	8,328	21,639	21,639
68 - Interdepartmental Charges/Expenditu		8,110	9,597	6,416	54,755	91,536	97,536
Operating & Maintenance		66,082	68,734	91,236	102,118	190,925	190,925
Expenditures		477,198	453,549	446,613	383,827	788,692	788,306
MAYOR'S OFFICE	TOTAL	477,198	453,549	446,613	383,827	788,692	788,306

# Program Budget for Fiscal 2009

## General Fund

**Department:** Mayor's Office  
**Section Name:** Mayor's Office  
**Section Number:** 200101

### Program Description:

The Mayor and his staff are responsible for the following functions:

- To promote economic, industrial and workforce development through joint partnerships with business, other governmental agencies, and the community.
- To direct and implement strategic planning for the divisions of County government, in coordination with other elected officials.
- To establish and maintain high standards of ethics for County employees.
- To ensure the stability and integrity of fiscal operations and infrastructure through efforts to obtain additional sources of funding and favorable economic legislation for Shelby County.
- To ensure that the County Charter and Ordinances are observed and applied to enhance the health, safety, and quality of life for all citizens of Shelby County.

**Legally Mandated?** Yes **Legal Reference or Statute:** County Charter

### Goals and Objectives:

To ensure that Shelby County government provides high quality and cost-effective services in accordance with the County Charter and Ordinances to optimize the safety and quality of life for all citizens of our diverse communities.

### Service Level Measurements:

**FY05**

**FY06**

**FY07**


### Operating Expenses:

<b>ACCOUNT TYPE:</b>	<b>FY06 Actual</b>	<b>FY07 Actual</b>	<b>FY08 Act YTD 12/31/07</b>	<b>FY08 Revised Budget</b>	<b>FY09 Adopted Budget</b>
<b>Revenue</b>	-	-	-	-	-
<b>Personnel Expense</b>	384,815	355,377	281,709	597,767	597,381
<b>Operating Expense</b>	68,734	91,236	102,118	190,925	190,925
<b>Transfers</b>	-	-	-	-	-
<b>Net Operations</b>	453,549	446,613	383,827	788,692	788,306
<b>STAFFING LEVEL</b>	5	5	N/A	5	5



## ***PUBLIC AFFAIRS***

<b>ACCT</b>	<b>DESCRIPTION</b>	<b>FY 05 ACTUAL</b>	<b>FY 06 ACTUAL</b>	<b>FY 07 ACTUAL</b>	<b>FY 08 YTD ACTUAL 12/31/07</b>	<b>FY08 REVISED BUDGET</b>	<b>FY 09 ADOPTED BUDGET</b>
<b>2002</b>	<b><i>PUBLIC AFFAIRS</i></b>						
	51A - Salaries	497,798	282,015	326,821	127,318	387,889	253,563
	52A - Other Compensation	0	0	5,174	0	0	0
	55 - Fringe Benefits	138,020	83,777	93,451	38,230	110,885	74,015
	<b>Salaries &amp; Fringe Benefits</b>	<b>635,818</b>	<b>365,792</b>	<b>425,446</b>	<b>165,548</b>	<b>498,774</b>	<b>327,578</b>
	60 - Supplies	14,205	13,796	21,609	6,347	14,000	14,000
	64 - Services	5,180	3,736	5,101	2,966	9,800	6,800
	68 - Interdepartmental Charges/Expenditu	0	0	0	2,719	5,833	8,833
	<b>Operating &amp; Maintenance</b>	<b>19,385</b>	<b>17,532</b>	<b>26,710</b>	<b>12,032</b>	<b>29,633</b>	<b>29,633</b>
	<b>Expenditures</b>	<b>655,203</b>	<b>383,324</b>	<b>452,156</b>	<b>177,580</b>	<b>528,407</b>	<b>357,211</b>
<b>PUBLIC AFFAIRS</b>	<b>TOTAL</b>	<b>655,203</b>	<b>383,324</b>	<b>452,156</b>	<b>177,580</b>	<b>528,407</b>	<b>357,211</b>

# Program Budget for Fiscal 2009

## General Fund

**Department:** Public Affairs  
**Section Name:** Public Affairs  
**Section Number:** 200201

### Program Description:

The mission of the Office of Communications and Public Affairs (C/PA) is to gather, organize, and disseminate information about Shelby County Government to the Public, the news media, other governmental agencies, and the employees of government; to assist other elected officials in gathering information, as needed; to assure a forum for the public to present their point of view to the Mayor and to receive his response to them.

**Legally Mandated?** No **Legal Reference or Statute:**

### Goals and Objectives:

- To be accessible, accurate, timely, and professional in responding to internal and external requests.
- To ensure that the success stories of our County elected officials, administrators, divisions, and departments are clearly communicated to the media, the public and throughout County government by using a combination of County Lines, the Intranet and Internet, and other forms of communication.
- To develop new methods of keeping our staff and our citizens abreast of developments in Shelby County Government.
- To offer communications, media, and marketing services to the Commissioners, Commission staff, and other elected officials.
- To regularly evaluate the department's overall services, budget, system of delivery for services and effectiveness to ensure we are offering the appropriate mix and quality of services needed.

### Service Level Measurements:

**FY05**

**FY06**

**FY07**


### Operating Expenses:

<b>ACCOUNT TYPE:</b>	<b>FY06 Actual</b>	<b>FY07 Actual</b>	<b>FY08 Act YTD 12/31/07</b>	<b>FY08 Revised Budget</b>	<b>FY09 Adopted Budget</b>
<i>Revenue</i>	-	-	-	-	-
<i>Personnel Expense</i>	365,792	425,446	165,548	498,774	327,578
<i>Operating Expense</i>	17,532	26,710	12,032	29,633	29,633
<i>Transfers</i>	-	-	-	-	-
<i>Net Operations</i>	383,324	452,156	177,580	528,407	357,211
<b>STAFFING LEVEL</b>	5	6	N/A	6	4

**CAO**

ACCT	DESCRIPTION	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 YTD ACTUAL 12/31/07	FY08 REVISED BUDGET	FY 09 ADOPTED BUDGET
<b>2003</b>	<b>CAO</b>						
43 - State Revenue		0	-1,154	0	0	0	0
	<b>Revenue</b>	<b>0</b>	<b>-1,154</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
51A - Salaries		938,397	1,209,684	1,362,379	757,004	1,643,233	1,531,031
52A - Other Compensation		0	13,853	15,478	9,946	0	0
55 - Fringe Benefits		216,687	302,298	346,595	195,497	438,453	407,447
	<b>Salaries &amp; Fringe Benefits</b>	<b>1,155,084</b>	<b>1,525,835</b>	<b>1,724,452</b>	<b>962,447</b>	<b>2,081,686</b>	<b>1,938,478</b>
60 - Supplies		38,155	47,963	46,755	30,447	77,345	77,345
64 - Services		14,425	13,988	25,485	9,936	33,004	33,004
66 - Professional & Contracted Services		270,291	645,722	134,896	242,481	526,193	526,193
67 - Rent, Utilities & Maint		0	135	0	0	2,500	2,500
68 - Interdepartmental Charges/Expenditu		837	0	100	9,752	62,236	67,136
70 - Asset Acquisitions		19,700	0	37,781	0	0	0
	<b>Operating &amp; Maintenance</b>	<b>343,408</b>	<b>707,808</b>	<b>245,017</b>	<b>292,616</b>	<b>701,278</b>	<b>706,178</b>
	<b>Expenditures</b>	<b>1,498,492</b>	<b>2,233,643</b>	<b>1,969,469</b>	<b>1,255,063</b>	<b>2,782,964</b>	<b>2,644,656</b>
<b>CAO</b>	<b>TOTAL</b>	<b>1,498,492</b>	<b>2,232,489</b>	<b>1,969,469</b>	<b>1,255,063</b>	<b>2,782,964</b>	<b>2,644,656</b>



# Program Budget for Fiscal 2009

## General Fund

**Department:** CAO  
**Section Name:** CAO-Administration  
**Section Number:** 200301

### Program Description:

- Provide coordination and efficient administrative direction to department operations in order to provide improved methods of delivering services to the citizens of Shelby County.
- Provide relevant and timely information to the County Mayor, Board of County Commissioners and other Elected Officials as requested and as deemed necessary or appropriate concerning County Affairs.
- Present to the Board of County Commissioners the annual operating budget, Capital Improvement Program and operating plans that reflect the highest level of service attainment for the citizens of Shelby County with the most efficient and effective utilization of County resources.
- Provide administrative direction involving the management of County Government. Carry out all other duties necessary for efficient operations of County Government.

Included in the CAO budget is funding to support the Emergency Management Agency for coordination of disaster preparedness functions within the County.

**Legally Mandated?** Yes **Legal Reference or Statute:** County Charter

### Goals and Objectives:

To provide administrative coordination for operations of County divisions under the direction of the Mayor to ensure the effective and efficient delivery of services to citizens of Shelby County.

### Service Level Measurements:

**FY05**

**FY06**

**FY07**


### Operating Expenses:

ACCOUNT TYPE:	FY06 Actual	FY07 Actual	FY08 Act YTD 12/31/07	FY08 Revised Budget	FY09 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	788,472	869,011	398,938	793,814	804,948
Operating Expense	687,634	212,864	135,827	266,629	266,629
Transfers	-	-	-	-	-
Net Operations	1,476,106	1,081,875	534,765	1,060,443	1,071,577
STAFFING LEVEL	9	9	N/A	9	9

# Program Budget for Fiscal 2009

## General Fund

**Department:** CAO  
**Section Name:** Internal Audit  
**Section Number:** 200302

### Program Description:

Internal Audit Department helps achieve honest, efficient management and full accountability throughout Shelby County Government. The Internal Audit Department serves the public interest by providing management with accurate information, unbiased analysis and objective recommendations on how best to use public resources in support of the well being of the citizens of Shelby County, Tennessee.

**Legally Mandated?** No **Legal Reference or Statute:**

### Goals and Objectives:

- Provide audit and evaluation services which are useful, objective and accurate.
- Strive to perform relevant and timely work that follows rigorous professional standards.
- Review for proper safeguarding of assets.
- Examine for compliance with relevant laws and regulations.
- Audit for accuracy, reliability and integrity of operating results.
- Evaluate for effective and efficient operations.
- Promote the understanding, acceptance and utilization of the Internal Audit Department by all senior officials of County government.
- Maintain a team-oriented environment that encourages professional and personal growth, and challenges employees to reach their full potential.
- Cultivate an environment which values diversity and sustains multi-culturalism

### Service Level Measurements:

	<i>FY05</i>	<i>FY06</i>	<i>FY07</i>
Favorable client surveys upon completion of an audit	96%	97%	97%
Recommendations implemented within 90 days	85%	90%	92%
Achieving audit objectives within time estimates	95%	97%	97%

### Operating Expenses:

<i>ACCOUNT TYPE:</i>	<i>FY06 Actual</i>	<i>FY07 Actual</i>	<i>FY08 Act YTD 12/31/07</i>	<i>FY08 Revised Budget</i>	<i>FY09 Adopted Budget</i>
<i>Revenue</i>	-	-	-	-	-
<i>Personnel Expense</i>	414,822	476,632	226,499	533,164	480,427
<i>Operating Expense</i>	18,775	23,649	7,076	27,391	27,641
<i>Transfers</i>	-	-	-	-	-
<i>Net Operations</i>	433,597	500,281	233,575	560,555	508,068
<i>STAFFING LEVEL</i>	7	7	N/A	7	6

# Program Budget for Fiscal 2009

# General Fund

**Department:** CAO  
**Section Name:** Office Of Preparedness  
**Section Number:** 200303

## Program Description:

The Office of Preparedness was created to administer all Homeland Security Grants; this function was previously handled by the Public Works Division. Funding for the Emergency Management Agency, which coordinates disaster preparedness functions within the County, will also be administered by this office.

**Legally Mandated?** No **Legal Reference or Statute:**

## Goals and Objectives:

Strengthen interoperable communications and collaboration capabilities.  
 Improve Tennessee's information/intelligence sharing and collaboration capabilities.  
 Identify and enhance the protection of the infrastructure and assets.

## Service Level Measurements:

**FY05**

**FY06**

**FY07**

Value of equipment purchased for local public agencies			\$4,800,000
Homeland security training programs developed			6 classes
Multi-year exercise plans developed			12 exercises

## Operating Expenses:

ACCOUNT TYPE:	FY06 Actual	FY07 Actual	FY08 Act YTD 12/31/07	FY08 Revised Budget	FY09 Adopted Budget
<i>Revenue</i>	-	-	-	-	-
<i>Personnel Expense</i>	-	-	59,466	183,698	116,794
<i>Operating Expense</i>	-	-	134,823	366,086	366,086
<i>Transfers</i>	-	-	-	-	-
<i>Net Operations</i>	-	-	194,289	549,784	482,880
<b>STAFFING LEVEL</b>	0	0	N/A	2	1



# Program Budget for Fiscal 2009

## General Fund

**Department:** CAO  
**Section Name:** Mayor's Assistance Center  
**Section Number:** 200305

### Program Description:

The Mayor's Assistance Center serves as a resource for information, agency referrals, and problem resolution for the citizens of Shelby County. Staff members, including the County's internal and external telephone operators, handle requests and inquiries related to all divisions of County government. This department is also responsible for Hispanic Affairs and federally mandated programs for Title VI and Veteran Services.

**Legally Mandated?** Yes **Legal Reference or Statute:** Partial mandate for Title VI and Veteran Services

### Goals and Objectives:

To provide the citizens of Shelby County with efficient and seamless access to programs and services offered by Shelby County government.

### Service Level Measurements:

	<i>FY05</i>	<i>FY06</i>	<i>FY07</i>
Veterans served by Veteran Services Office	983	1,175	920
Walk-in visitors to the Mayor's Assistance Center	708	721	720
Trackable service requests handled by Assistance Center	5,145	5,034	3,380

### Operating Expenses:

<i>ACCOUNT TYPE:</i>	<i>FY06 Actual</i>	<i>FY07 Actual</i>	<i>FY08 Act YTD 12/31/07</i>	<i>FY08 Revised Budget</i>	<i>FY09 Adopted Budget</i>
<i>Revenue</i>	- 1,154	-	-	-	-
<i>Personnel Expense</i>	322,541	378,809	277,544	571,010	536,309
<i>Operating Expense</i>	1,399	8,504	14,890	41,172	45,822
<i>Transfers</i>	-	-	-	-	-
<i>Net Operations</i>	322,786	387,313	292,434	612,182	582,131
<i>STAFFING LEVEL</i>	6	7	N/A	10	9



# COUNTY ATTORNEY

ACCT	DESCRIPTION	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 YTD ACTUAL 12/31/07	FY08 REVISED BUDGET	FY 09 ADOPTED BUDGET
<b>2009</b>	<b>COUNTY ATTORNEY</b>						
42 - Local Revenue		-279,644	-95,803	-103,323	-44,880	-105,000	-108,000
	<b>Revenue</b>	<b>-279,644</b>	<b>-95,803</b>	<b>-103,323</b>	<b>-44,880</b>	<b>-105,000</b>	<b>-108,000</b>
51A - Salaries		2,052,514	2,202,878	2,391,040	1,258,928	2,568,988	2,579,685
55 - Fringe Benefits		523,854	581,082	628,318	329,301	700,537	708,124
	<b>Salaries &amp; Fringe Benefits</b>	<b>2,576,368</b>	<b>2,783,960</b>	<b>3,019,358</b>	<b>1,588,229</b>	<b>3,269,525</b>	<b>3,287,809</b>
60 - Supplies		61,968	49,968	51,316	10,207	56,600	56,600
64 - Services		93,195	109,348	106,990	46,990	96,200	96,200
66 - Professional & Contracted Services		237,876	424,313	385,637	254,175	334,904	334,904
67 - Rent, Utilities & Maint		403	290	1,470	4,950	5,485	5,485
68 - Interdepartmental Charges/Expenditu		0	14	732	4,425	42,374	42,374
	<b>Operating &amp; Maintenance</b>	<b>393,442</b>	<b>583,933</b>	<b>546,145</b>	<b>320,747</b>	<b>535,563</b>	<b>535,563</b>
	<b>Expenditures</b>	<b>2,969,810</b>	<b>3,367,893</b>	<b>3,565,503</b>	<b>1,908,976</b>	<b>3,805,088</b>	<b>3,823,372</b>
<b>COUNTY ATTORNEY</b>	<b>TOTAL</b>	<b>2,690,166</b>	<b>3,272,090</b>	<b>3,462,180</b>	<b>1,864,096</b>	<b>3,700,088</b>	<b>3,715,372</b>

# Program Budget for Fiscal 2009

## General Fund

**Department:** County Attorney  
**Section Name:** County Attorney  
**Section Number:** 200901

### Program Description:

The County Attorney provides legal services and opinions to the Mayor, Commissioners, other Elected Officials and all departments and divisions of County government. Responsibilities of this office include representing Shelby County in lawsuits, determining the legality of proposed policies; approving the form of all County contracts; providing oversight to the claims department, and reviewing and/or drafting all ordinances, resolutions and state legislation applicable to Shelby County government.

**Legally Mandated?** Yes **Legal Reference or Statute:** County Charter, Article III, Section 3.08

### Goals and Objectives:

To act as Legal Advisor and provide any requested legal services to the County Mayor, the County Commission and all departments, officers, and officials of Shelby County government.

### Service Level Measurements:

	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>
New case assignments	235	223	282
New litigation cases	302	277	239
New opinions	101	88	72

### Operating Expenses:

<b>ACCOUNT TYPE:</b>	<b>FY06 Actual</b>	<b>FY07 Actual</b>	<b>FY08 Act YTD 12/31/07</b>	<b>FY08 Revised Budget</b>	<b>FY09 Adopted Budget</b>
<b>Revenue</b>	- 95,803	- 103,323	- 44,880	- 105,000	- 108,000
<b>Personnel Expense</b>	2,492,487	2,701,978	1,393,376	2,852,740	2,866,807
<b>Operating Expense</b>	573,776	535,134	314,775	520,813	520,813
<b>Transfers</b>	-	-	-	-	-
<b>Net Operations</b>	2,970,460	3,133,789	1,663,271	3,268,553	3,279,620
<b>STAFFING LEVEL</b>	42	39	N/A	39	39

# Program Budget for Fiscal 2009

## General Fund

**Department:** County Attorney  
**Section Name:** Contracts Administration  
**Section Number:** 200902

### Program Description:

Contracts Administration, under the supervision of the County Attorney, reviews and approves all contracts as to form and also reviews and processes resolutions for all contracts over \$50,000, as required by Chapter 260 of the Private Acts of 1974.

**Legally Mandated?** Yes **Legal Reference or Statute:** Chapter 260 of the Private Acts of 1974

### Goals and Objectives:

Continue to improve contract review quality and processing time while maintaining cost effective operations.

### Service Level Measurements:

	<i>FY05</i>	<i>FY06</i>	<i>FY07</i>
New contracts reviewed	1,483	1,581	1,936
Contract amendments, change orders, renewals	1,480	1,580	1,580

### Operating Expenses:

<i>ACCOUNT TYPE:</i>	<i>FY06 Actual</i>	<i>FY07 Actual</i>	<i>FY08 Act YTD 12/31/07</i>	<i>FY08 Revised Budget</i>	<i>FY09 Adopted Budget</i>
<i>Revenue</i>	-	-	-	-	-
<i>Personnel Expense</i>	291,473	317,380	194,853	416,785	421,002
<i>Operating Expense</i>	10,157	11,011	5,972	14,750	14,750
<i>Transfers</i>	-	-	-	-	-
<i>Net Operations</i>	301,630	328,391	200,825	431,535	435,752
<i>STAFFING LEVEL</i>	5	5	N/A	6	6

# ***DIRECTOR - ADMINISTRATION & FINANCE***

ACCT	DESCRIPTION	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 YTD ACTUAL 12/31/07	FY08 REVISED BUDGET	FY 09 ADOPTED BUDGET
<b>2011</b>	<b><i>DIRECTOR - ADMINISTRATION &amp; FINANCE</i></b>						
51A - Salaries		277,527	332,445	342,774	159,212	355,967	337,083
55 - Fringe Benefits		62,096	74,387	81,126	38,416	87,123	85,586
56A - Salary Restriction		0	0	0	0	-1,214,595	-1,175,000
<b>Salaries &amp; Fringe Benefits</b>		<b>339,623</b>	<b>406,832</b>	<b>423,900</b>	<b>197,628</b>	<b>-771,505</b>	<b>-752,331</b>
60 - Supplies		4,531	3,644	14,012	3,644	9,000	9,000
64 - Services		389	174	3,011	0	2,500	2,500
66 - Professional & Contracted Services		426,772	0	513,109	48,000	496,000	496,000
68 - Interdepartmental Charges/Expenditu		0	0	17	2,411	16,076	16,076
70 - Asset Acquisitions		0	0	50,744	0	0	0
<b>Operating &amp; Maintenance</b>		<b>431,692</b>	<b>3,818</b>	<b>580,893</b>	<b>54,055</b>	<b>523,576</b>	<b>523,576</b>
<b>Expenditures</b>		<b>771,315</b>	<b>410,650</b>	<b>1,004,793</b>	<b>251,683</b>	<b>-247,929</b>	<b>-228,755</b>
<b>DIRECTOR - ADMINISTRATION &amp;</b>	<b>TOTAL</b>	<b>771,315</b>	<b>410,650</b>	<b>1,004,793</b>	<b>251,683</b>	<b>-247,929</b>	<b>-228,755</b>



# Program Budget for Fiscal 2009

# General Fund

**Department:** Director - Administration & Finance  
**Section Name:** Director and Staff - A & F  
**Section Number:** 201101

## Program Description:

To plan, organize, direct and control, either directly or through subordinate management, the activities of the Division of Administration & Finance. The Finance Director coordinates the functions of Purchasing, Information Technology, and Finance and serves as a financial advisor to other divisions and officials of County government.

**Legally Mandated?** No **Legal Reference or Statute:**

## Goals and Objectives:

To maintain effective and responsible fiscal control of Shelby County resources through efficient management of financial operations and policies.

## Service Level Measurements:

**FY05**

**FY06**

**FY07**


## Operating Expenses:

ACCOUNT TYPE:	FY06 Actual	FY07 Actual	FY08 Act YTD 12/31/07	FY08 Revised Budget	FY09 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	406,832	423,900	197,628	- 771,505	- 752,331
Operating Expense	3,818	580,893	54,055	523,576	523,576
Transfers	-	-	-	-	-
Net Operations	410,650	1,004,793	251,683	- 247,929	- 228,755
STAFFING LEVEL	4	4	N/A	4	4

## CENTRAL OPERATIONS

ACCT	DESCRIPTION	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 YTD ACTUAL 12/31/07	FY08 REVISED BUDGET	FY 09 ADOPTED BUDGET
<b>2012</b>	<b>CENTRAL OPERATIONS</b>						
40 - Property Taxes		-190,264,072	-197,408,179	-204,672,539	-19,867,983	-203,858,000	-203,858,000
41 - Local Taxes		-22,324,740	-23,954,322	-25,473,175	-7,973,113	-33,880,000	-32,830,000
42 - Local Revenue		-2,507,509	-1,826,854	-2,076,230	-784,648	-2,133,000	-2,174,000
43 - State Revenue		-8,072,895	-8,064,104	-14,192,271	-1,808,537	-12,595,000	-13,415,000
46 - Elected Officials' Fines & Fees		-1,606,525	-1,795,500	-2,231,941	-796,183	-1,648,500	-1,543,500
47 - Other Revenue		-3,319,253	-4,853,141	-5,141,673	-325,113	-3,368,798	-1,837,262
<b>Revenue</b>		<b>-228,094,994</b>	<b>-237,902,100</b>	<b>-253,787,829</b>	<b>-31,555,577</b>	<b>-257,483,298</b>	<b>-255,657,762</b>
51A - Salaries		-2,000,000	-2,481,093	-2,161,191	-1,212,490	-2,171,837	-1,889,422
52A - Other Compensation		0	0	18,757	0	0	0
55 - Fringe Benefits		-162,443	-996,674	-2,414,391	421,337	0	0
56A - Salary Restriction		0	0	0	0	0	-3,300,148
<b>Salaries &amp; Fringe Benefits</b>		<b>-2,162,443</b>	<b>-3,477,767</b>	<b>-4,556,825</b>	<b>-791,153</b>	<b>-2,171,837</b>	<b>-5,189,570</b>
60 - Supplies		0	0	0	2,900	0	0
64 - Services		57,932	64,192	65,236	63,356	67,124	67,124
66 - Professional & Contracted Services		1,223,204	1,053,256	1,271,014	1,057,406	1,512,550	1,492,550
67 - Rent, Utilities & Maint		0	0	-23	-2	0	0
68 - Interdepartmental Charges/Expenditu		988,992	1,271,226	1,682,175	0	476,489	489,163
69 - Intergovernmental Expenditures		201,082	222,950	244,531	123,631	250,000	300,000
70 - Asset Acquisitions		0	0	552,854	206,997	25,500	0
<b>Operating &amp; Maintenance</b>		<b>2,471,210</b>	<b>2,611,624</b>	<b>3,815,787</b>	<b>1,454,288</b>	<b>2,331,663</b>	<b>2,348,837</b>
80 - Debt Services		1,646,472	2,323,968	1,975,568	151,729	2,707,996	1,250,000
<b>Debt Services</b>		<b>1,646,472</b>	<b>2,323,968</b>	<b>1,975,568</b>	<b>151,729</b>	<b>2,707,996</b>	<b>1,250,000</b>
89 - Special Funded Projects		20,566,667	20,566,667	25,066,667	13,800,000	27,600,000	27,600,000
<b>Special Funded Projects</b>		<b>20,566,667</b>	<b>20,566,667</b>	<b>25,066,667</b>	<b>13,800,000</b>	<b>27,600,000</b>	<b>27,600,000</b>
95 - Contingencies & Restrictions		0	0	0	0	-1,758,839	-1,750,000
<b>Contingencies &amp; Restrictions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-1,758,839</b>	<b>-1,750,000</b>
999 - Planned Fund Balance Change		0	0	0	0	-3,150,976	0
<b>Planned Fund Balance Change</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-3,150,976</b>	<b>0</b>
<b>Expenditures</b>		<b>22,521,906</b>	<b>22,024,492</b>	<b>26,301,197</b>	<b>14,614,864</b>	<b>25,558,007</b>	<b>24,259,267</b>

## CENTRAL OPERATIONS

ACCT	DESCRIPTION	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 YTD ACTUAL 12/31/07	FY08 REVISED BUDGET	FY 09 ADOPTED BUDGET
96 -	Operating Transfers In	-5,239,663	-5,353,904	-4,122,863	-1,994,931	-4,419,226	-4,957,941
	Operating Transfers In	-5,239,663	-5,353,904	-4,122,863	-1,994,931	-4,419,226	-4,957,941
98 -	Operating Transfers Out	13,899,112	29,721,639	24,086,670	1,043,832	12,725,000	13,000,000
	Operating Transfers Out	13,899,112	29,721,639	24,086,670	1,043,832	12,725,000	13,000,000
	Transfers	8,659,449	24,367,735	19,963,807	-951,099	8,305,774	8,042,059
CENTRAL OPERATIONS	TOTAL	-196,913,639	-191,509,873	-207,522,825	-17,891,812	-223,619,517	-223,356,436

# Program Budget for Fiscal 2009

## General Fund

**Department:** Central Operations  
**Section Name:** Central Operations  
**Section Number:** 201201

### Program Description:

To provide the budgetary medium for general revenues and expenditures that are not readily attributable to a specific department.

**Legally Mandated?** No **Legal Reference or Statute:**

### Goals and Objectives:

### Service Level Measurements:

FY05

FY06

FY07


### Operating Expenses:

ACCOUNT TYPE:	FY06 Actual	FY07 Actual	FY08 Act YTD 12/31/07	FY08 Revised Budget	FY09 Adopted Budget
Revenue	-237,902,100	-253,787,829	- 31,555,577	-257,483,298	-255,657,762
Personnel Expense	- 3,477,767	- 4,556,825	- 791,153	- 2,171,837	- 5,189,570
Operating Expense	25,502,259	30,858,022	15,406,017	27,729,844	29,448,837
Transfers	24,367,735	19,963,807	- 951,099	8,305,774	8,042,059
Net Operations	-191,509,873	-207,522,825	- 17,891,812	-223,619,517	-223,356,436
STAFFING LEVEL	0	0	N/A	0	0



## COUNTY GRANTS

ACCT	DESCRIPTION	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 YTD ACTUAL 12/31/07	FY08 REVISED BUDGET	FY 09 ADOPTED BUDGET
<b>2013</b>	<b>COUNTY GRANTS</b>						
89 - Special Funded Projects		5,241,464	4,228,481	1,312,500	566,483	1,502,500	1,132,500
	Special Funded Projects	5,241,464	4,228,481	1,312,500	566,483	1,502,500	1,132,500
90 - Grants		471,000	206,000	206,000	721,000	771,000	206,000
	Grants	471,000	206,000	206,000	721,000	771,000	206,000
	Expenditures	5,712,464	4,434,481	1,518,500	1,287,483	2,273,500	1,338,500
COUNTY GRANTS	TOTAL	5,712,464	4,434,481	1,518,500	1,287,483	2,273,500	1,338,500

# Program Budget for Fiscal 2009

## General Fund

**Department:** County Grants  
**Section Name:** County Grants  
**Section Number:** 201301

### Program Description:

To provide funding to organizations for programs that provide services that benefit the community as a whole, rather than an individual or a specific organization. Grant recipients have included agencies such as the Memphis/Shelby County Library, the Memphis Food Bank, the Convention Center, and the Film and Television Commission.

**Legally Mandated?** No **Legal Reference or Statute:**

### Goals and Objectives:

### Service Level Measurements:

FY05

FY06

FY07


### Operating Expenses:

ACCOUNT TYPE:	FY06 Actual	FY07 Actual	FY08 Act YTD 12/31/07	FY08 Revised Budget	FY09 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	-	-	-	-	-
Operating Expense	4,434,481	1,518,500	1,287,483	2,273,500	1,338,500
Transfers	-	-	-	-	-
Net Operations	4,434,481	1,518,500	1,287,483	2,273,500	1,338,500
STAFFING LEVEL	0	0	N/A	0	0

## PERSONNEL

ACCT	DESCRIPTION	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 YTD ACTUAL 12/31/07	FY08 REVISED BUDGET	FY 09 ADOPTED BUDGET
<b>2014</b>	<b>PERSONNEL</b>						
47 - Other Revenue		-1,073	-148	-588	-72	0	0
	<b>Revenue</b>	<b>-1,073</b>	<b>-148</b>	<b>-588</b>	<b>-72</b>	<b>0</b>	<b>0</b>
51A - Salaries		1,100,915	1,699,586	1,951,384	1,005,111	2,192,316	2,025,545
52A - Other Compensation		6,562	5,920	1,038	124	0	0
55 - Fringe Benefits		293,204	474,297	539,132	276,812	628,557	605,638
	<b>Salaries &amp; Fringe Benefits</b>	<b>1,400,681</b>	<b>2,179,803</b>	<b>2,491,554</b>	<b>1,282,047</b>	<b>2,820,873</b>	<b>2,631,183</b>
60 - Supplies		34,636	66,522	51,683	19,041	57,584	66,084
64 - Services		43,468	41,590	27,506	16,678	39,536	37,536
66 - Professional & Contracted Services		32,905	23,377	30,317	25,434	33,870	27,370
67 - Rent, Utilities & Maint		11,623	11,261	3,248	650	13,585	13,585
68 - Interdepartmental Charges/Expenditu		0	0	6,844	22,821	78,243	78,243
70 - Asset Acquisitions		17,672	0	0	20,700	15,910	15,910
	<b>Operating &amp; Maintenance</b>	<b>140,304</b>	<b>142,750</b>	<b>119,598</b>	<b>105,324</b>	<b>238,728</b>	<b>238,728</b>
	<b>Expenditures</b>	<b>1,540,985</b>	<b>2,322,553</b>	<b>2,611,152</b>	<b>1,387,371</b>	<b>3,059,601</b>	<b>2,869,911</b>
<b>PERSONNEL</b>	<b>TOTAL</b>	<b>1,539,912</b>	<b>2,322,405</b>	<b>2,610,564</b>	<b>1,387,299</b>	<b>3,059,601</b>	<b>2,869,911</b>



# Program Budget for Fiscal 2009

# General Fund

**Department:** Human Resources  
**Section Name:** Staffing  
**Section Number:** 201401

## Program Description:

The mission and responsibilities of the Employment/Staffing department are to ensure compliance to laws governing the employment and re-employment of all Shelby County employees and to post of all Civil Service positions as well as durational and grant funded positions. Additionally, this staff processes all appointed positions and conducts orientation sessions for all new and re-hired employees. The employment section is responsible for ensuring compliance with the Civil Service Ordinances and all federally mandated regulations and for ensuring that all employment actions are fair, equitable and non-discriminatory. The employment section ensures all promotional exams and processes are managed effectively and fairly for the para-military positions within the Sheriff's Office and the Fire Department.

**Legally Mandated?** Yes **Legal Reference or Statute:** Equal Pay Act; Title VII Civil Rights Act of 1964; Age Discrimination in Employment Act; Americans with Disabilities Act; Fair Labor Standards Act; and Civil Service Ordinances

## Goals and Objectives:

Development of a new orientation video; implementation of a new applicant tracking system and pre-employment testing software; automation of position requests for electronic submission.

## Service Level Measurements:

	<i>FY05</i>	<i>FY06</i>	<i>FY07</i>
Number of jobs posted	311	280	372
Number of applications received	15,670	26,608	35,673
Total hires			482

## Operating Expenses:

<i>ACCOUNT TYPE:</i>	<i>FY06 Actual</i>	<i>FY07 Actual</i>	<i>FY08 Act YTD 12/31/07</i>	<i>FY08 Revised Budget</i>	<i>FY09 Adopted Budget</i>
<i>Revenue</i>	-	-	-	-	-
<i>Personnel Expense</i>	502,198	176,024	153,719	328,756	322,126
<i>Operating Expense</i>	2,908	10,836	13,859	40,035	38,035
<i>Transfers</i>	-	-	-	-	-
<i>Net Operations</i>	505,106	186,860	167,578	368,791	360,161
<i>STAFFING LEVEL</i>	11	4	N/A	6	6

# Program Budget for Fiscal 2009

# General Fund

**Department:** Human Resources  
**Section Name:** Human Resources Information Systems  
**Section Number:** 201402

## Program Description:

The Administrative Services/Info Systems department maintains digitized Master Personnel Files for approximately 6600+ active employees of Shelby County Government, as well as records for another 3000+ employees who have terminated employment with the County. Records are also maintained for terminated employees from the mid 1970s on microfilm. This function also completes an average of 100 written and 200 telephone employment verifications each month. The HR Payroll function maintains payroll records and is responsible for verifying and entering almost 1,500 employee changes per month. The Administrative Services unit maintains security for over 180 users in AMS (104 are users of the leave system) and maintains 100+ deduction codes and associated tables and 80+ earnings codes and tables for the payroll / HR system.

**Legally Mandated?** Yes **Legal Reference or Statute:** Fair Labor Standards Act; Civil Service Ordinances

## Goals and Objectives:

The continuing objective of the department is to maintain the same high level of service, i.e. responding to employment verifications within 24 hours. A new objective is the implementation of the "eForms" program - an in-house program development that will enable data to be entered a single time and then after electronic approval, to be directly uploaded into the AMS system. This new program will provide a tremendous manpower savings for every department in the County.

## Service Level Measurements:

	FY05	FY06	FY07
Personnel files		10,000+	10,000+
Verification & entry of employee changes		17,000+	18,500+
Ad hoc reports		800+	750+

## Operating Expenses:

ACCOUNT TYPE:	FY06 Actual	FY07 Actual	FY08 Act YTD 12/31/07	FY08 Revised Budget	FY09 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	250,860	275,747	140,070	298,658	292,290
Operating Expense	7,360	493	485	5,210	5,210
Transfers	-	-	-	-	-
Net Operations	258,220	276,240	140,555	303,868	297,500
STAFFING LEVEL	5	5	N/A	5	5



# Program Budget for Fiscal 2009

## General Fund

**Department:** Human Resources  
**Section Name:** Personnel Services  
**Section Number:** 201404

### Program Description:

The Personnel Services section provides management, direction, and strategy development for all Human Resource functions of Shelby County Government. A key objective of HR management is the implementation of new technology of new technology to provide enhanced services to our employees and Shelby County Government leadership. In addition, HR management is developing the strategy to introduce "pay for performance" as the County's core employee pay system. This will require considerable study and coordination with the various Elected Officials and Division Directors.

The Manager of Workforce Planning and Development is responsible for the management and coordination of County-wide training programs and succession planning.

**Legally Mandated?** Yes **Legal Reference or Statute:** Equal Pay Act; Title VII Civil Rights Act of 1964; Age Discrimination in Employment Act; Americans with Disabilities Act; Fair Labor Standards Act; and Civil Service Ordinances

### Goals and Objectives:

Objectives include the implementation of computer screening and testing tools, continued redevelopment and broadening of training and development programs, and identification of new technology to enhance operations in all areas of human resource management. HR strives to provide leadership in implementing the best practice approaches in human resource management utilized in other large metropolitan governments.

### Service Level Measurements:

FY05

FY06

FY07

Unique training programs offered			14
Number of employees trained			1025
Total training hours			2185

### Operating Expenses:

ACCOUNT TYPE:	FY06 Actual	FY07 Actual	FY08 Act YTD 12/31/07	FY08 Revised Budget	FY09 Adopted Budget
Revenue	- 148	- 588	- 72	-	-
Personnel Expense	495,837	984,308	237,466	466,734	489,109
Operating Expense	72,407	74,896	75,440	131,248	124,998
Transfers	-	-	-	-	-
Net Operations	568,096	1,058,616	312,834	597,982	614,107
STAFFING LEVEL	7	15	N/A	6	6



# Program Budget for Fiscal 2009

# General Fund

**Department:** Human Resources  
**Section Name:** Civil Service Merit Board  
**Section Number:** 201405

## Program Description:

The Civil Service and Labor Relations department has responsibility for coordinating the activities of the Civil Service Merit Board, reviewing administrative grievances and managing labor relations with nine bargaining units.

**Legally Mandated?** Yes **Legal Reference or Statute:** Equal Pay Act; Title VII Civil Rights Act of 1964; Age Discrimination in Employment Act; Americans with Disabilities Act; Fair Labor Standards Act; and Civil Service Ordinances

## Goals and Objectives:

To meet all federal, state and local requirements while providing employees with an expeditious process for hearing all appeals. Our customer service standard for all external customers is to return all phone calls, emails and written correspondence within 24 hours of receipt.

## Service Level Measurements:

	<i>FY05</i>	<i>FY06</i>	<i>FY07</i>
Civil service hearings	57	38	46
Administrative hearings	22	15	18
Memorandum of Understanding (MOU) with unions	5	9	9

## Operating Expenses:

<i>ACCOUNT TYPE:</i>	<i>FY06 Actual</i>	<i>FY07 Actual</i>	<i>FY08 Act YTD 12/31/07</i>	<i>FY08 Revised Budget</i>	<i>FY09 Adopted Budget</i>
<i>Revenue</i>	-	-	-	-	-
<i>Personnel Expense</i>	141,093	156,020	81,650	164,626	166,455
<i>Operating Expense</i>	19,419	19,821	10,706	17,400	17,400
<i>Transfers</i>	-	-	-	-	-
<i>Net Operations</i>	160,512	175,841	92,356	182,026	183,855
<i>STAFFING LEVEL</i>	2	2	N/A	2	2

# Program Budget for Fiscal 2009

# General Fund

**Department:** Human Resources  
**Section Name:** Management Systems Development  
**Section Number:** 201406

## Program Description:

The HR Management Systems Development Group consists of several HR units, including staff for the Sheriff's department, Consulting and Family Medical Leave units. The HR Advisor consulting unit was formed in support of the 2004 County Efficiency Study to function as consultants for various sections of the Mayor's administration and all of the Elected Official departments on a variety of HR issues. The HR Advisors coordinate closely with the County Attorney's office in responding to charges of employment related discrimination. The Family Medical Leave unit was implemented to ensure that FML certifications are handled consistently and within the legal obligations of this federally mandated program.

**Legally Mandated?** Yes **Legal Reference or Statute:** Equal Pay Act; Title VII Civil Rights Act of 1964; Age Discrimination in Employment Act; Americans with Disabilities Act; Fair Labor Standards Act; and Civil Service Ordinances

## Goals and Objectives:

This first year of the redesigned HR service delivery approach has identified several opportunities:

1. Centralize administration of FMLA.
2. Refine the countywide process for personnel policy review and revision (handbook included).
3. Deploy a re-engineered training and development function focused on emerging talent needs.

## Service Level Measurements:

FY05

FY06

FY07


## Operating Expenses:

ACCOUNT TYPE:	FY06 Actual	FY07 Actual	FY08 Act YTD 12/31/07	FY08 Revised Budget	FY09 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	789,815	899,455	447,858	1,102,380	1,060,710
Operating Expense	40,656	13,552	4,834	44,835	53,085
Transfers	-	-	-	-	-
Net Operations	830,471	913,007	452,692	1,147,215	1,113,795
STAFFING LEVEL	20	21	N/A	21	20

# Program Budget for Fiscal 2009

# General Fund

**Department:** Human Resources  
**Section Name:** Compensation  
**Section Number:** 201407

## Program Description:

It is the responsibility of the Compensation department to ensure compliance to laws governing compensation policies, procedures and pay practices governing compensation of all County employees. Compensation administers a classification plan that ranks positions in a hierarchy based on similar duties and responsibilities utilizing the Job Evaluation system. Job descriptions ensure proper grade assignment and facilitate promotions, recruitment, performance evaluations, job training, and disciplinary action. Compensation is also responsible for ensuring that approved job descriptions are on file for every position and for reviewing/approving all pay actions to ensure compliance to the Equal Pay Act, Title VII and other mandated legal requirements related to pay.

**Legally Mandated?** Yes **Legal Reference or Statute:** Equal Pay Act; Title VII Civil Rights Act of 1964; Age Discrimination in Employment Act; Americans with Disabilities Act; Fair Labor Standards Act; and Civil Service Ordinances

## Goals and Objectives:

The Compensation department is responsible for Shelby County's compliance with all Federal Regulations related to payment practices as well as ensuring the accurate maintenance of the County's classification system. Significant strides have been made in bringing County programs into alignment with the directions identified in the Efficiency Study and traditional pay practices.

## Service Level Measurements:

	FY05	FY06	FY07
Salary change requests reviewed		3,078	3,082
Job evaluation reviews	65	274	233
Job evaluation reviews and approvals			
Job posting reviews		280	372

## Operating Expenses:

ACCOUNT TYPE:	FY06 Actual	FY07 Actual	FY08 Act YTD 12/31/07	FY08 Revised Budget	FY09 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	-	-	221,284	459,719	300,493
Operating Expense	-	-	-		-
Transfers	-	-	-	-	-
Net Operations	-	-	221,284	459,719	300,493
STAFFING LEVEL	0	0	N/A	7	5



## PURCHASING

ACCT	DESCRIPTION	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 YTD ACTUAL 12/31/07	FY08 REVISED BUDGET	FY 09 ADOPTED BUDGET
<b>2017</b>	<b>PURCHASING</b>						
42 - Local Revenue		-189	-863	-453	-66	-1,000	-1,000
	<b>Revenue</b>	<b>-189</b>	<b>-863</b>	<b>-453</b>	<b>-66</b>	<b>-1,000</b>	<b>-1,000</b>
51A - Salaries		391,413	406,571	419,367	228,342	563,886	522,331
55 - Fringe Benefits		107,177	117,536	121,682	67,634	175,756	162,375
	<b>Salaries &amp; Fringe Benefits</b>	<b>498,590</b>	<b>524,107</b>	<b>541,049</b>	<b>295,976</b>	<b>739,642</b>	<b>684,706</b>
60 - Supplies		15,778	13,865	10,963	1,096	44,400	44,400
64 - Services		11,059	5,385	5,467	1,194	27,382	27,382
66 - Professional & Contracted Services		1,118	0	0	0	25,000	25,000
67 - Rent, Utilities & Maint		112	123	6,098	107	1,000	1,000
68 - Interdepartmental Charges/Expenditu		0	0	276	8,872	37,824	37,824
	<b>Operating &amp; Maintenance</b>	<b>28,067</b>	<b>19,373</b>	<b>22,804</b>	<b>11,269</b>	<b>135,606</b>	<b>135,606</b>
	<b>Expenditures</b>	<b>526,657</b>	<b>543,480</b>	<b>563,853</b>	<b>307,245</b>	<b>875,248</b>	<b>820,312</b>
<b>PURCHASING</b>	<b>TOTAL</b>	<b>526,468</b>	<b>542,617</b>	<b>563,400</b>	<b>307,179</b>	<b>874,248</b>	<b>819,312</b>

# Program Budget for Fiscal 2009

## General Fund

**Department:** Purchasing  
**Section Name:** Purchasing  
**Section Number:** 201701

### Program Description:

Purchasing is responsible for procuring all supplies, materials, equipment, building and construction services required by any official or office of the County Government, or that is supported by, or under the control of the County Government, and that expends or encumbers any County funds pursuant to the Shelby County Charter.

**Legally Mandated?** Yes **Legal Reference or Statute:** County Charter

### Goals and Objectives:

To maintain accurate and complete records of all County purchases and to assure that all purchases are handled in an ethical and economical manner.

### Service Level Measurements:

	<i>FY05</i>	<i>FY06</i>	<i>FY07</i>
Requisitions processed	6,924	7,185	7,210
Purchase Orders issued	7,627	7,780	7,801

### Operating Expenses:

<i>ACCOUNT TYPE:</i>	<i>FY06 Actual</i>	<i>FY07 Actual</i>	<i>FY08 Act YTD 12/31/07</i>	<i>FY08 Revised Budget</i>	<i>FY09 Adopted Budget</i>
<i>Revenue</i>	- 863	- 453	- 66	- 1,000	- 1,000
<i>Personnel Expense</i>	524,107	541,049	295,976	739,642	684,706
<i>Operating Expense</i>	19,373	22,804	11,269	135,606	135,606
<i>Transfers</i>	-	-	-	-	-
<i>Net Operations</i>	542,617	563,400	307,179	874,248	819,312
<i>STAFFING LEVEL</i>	11	11	N/A	13	11

## INFORMATION TECHNOLOGY

ACCT	DESCRIPTION	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 YTD ACTUAL 12/31/07	FY08 REVISED BUDGET	FY 09 ADOPTED BUDGET
<b>2018</b>	<b>INFORMATION TECHNOLOGY</b>						
42 - Local Revenue		-1,516,751	-1,742,783	-1,729,936	-734,038	-1,805,760	-1,805,760
43 - State Revenue		0	-2,700	-1,200	0	-1,200	-1,200
<b>Revenue</b>		<b>-1,516,751</b>	<b>-1,745,483</b>	<b>-1,731,136</b>	<b>-734,038</b>	<b>-1,806,960</b>	<b>-1,806,960</b>
51A - Salaries		4,671,045	4,663,452	4,916,305	2,754,909	5,806,512	5,727,048
52A - Other Compensation		63,365	65,895	58,864	28,727	116,292	117,170
55 - Fringe Benefits		1,170,894	1,220,153	1,300,569	726,207	1,590,191	1,583,832
<b>Salaries &amp; Fringe Benefits</b>		<b>5,905,304</b>	<b>5,949,500</b>	<b>6,275,738</b>	<b>3,509,843</b>	<b>7,512,995</b>	<b>7,428,050</b>
60 - Supplies		729,688	829,428	733,765	201,331	624,160	714,504
64 - Services		29,825	46,106	45,286	53,000	111,189	92,451
66 - Professional & Contracted Services		480,050	831,462	1,106,136	391,911	1,074,713	1,060,849
67 - Rent, Utilities & Maint		1,507,867	1,325,777	1,317,274	869,490	1,352,729	1,361,604
68 - Interdepartmental Charges/Expenditu		5,933	4,188	6,283	107,331	160,190	154,328
70 - Asset Acquisitions		255,636	76,166	159,432	19,050	267,824	207,069
<b>Operating &amp; Maintenance</b>		<b>3,008,999</b>	<b>3,113,127</b>	<b>3,368,176</b>	<b>1,642,113</b>	<b>3,590,805</b>	<b>3,590,805</b>
<b>Expenditures</b>		<b>8,914,303</b>	<b>9,062,627</b>	<b>9,643,914</b>	<b>5,151,956</b>	<b>11,103,800</b>	<b>11,018,855</b>
<b>INFORMATION TECHNOLOGY</b>	<b>TOTAL</b>	<b>7,397,552</b>	<b>7,317,144</b>	<b>7,912,778</b>	<b>4,417,918</b>	<b>9,296,840</b>	<b>9,211,895</b>



# Program Budget for Fiscal 2009

# General Fund

**Department:** Information Technology  
**Section Name:** I.T. Administration  
**Section Number:** 201801

## Program Description:

The IT administrative staff coordinates the strategy and direction of central Information Technology, coordinates daily operations, oversees expenditures and budgetary matters, and provides purchasing and personnel support for all functions of the department. All work orders and repair tickets are handled through the Info Tech Customer Support Help Desk.

**Legally Mandated?** No **Legal Reference or Statute:**

## Goals and Objectives:

To continue to provide a consistently high level of automation services to customers, while remaining as cost efficient as possible; to respond to new work requests (first response) within the prescribed time frame set by SLA committee.

## Service Level Measurements:

**FY05**

**FY06**

**FY07**

First level response calls made within stated time frame		96.77%	95.9%

## Operating Expenses:

ACCOUNT TYPE:	FY06 Actual	FY07 Actual	FY08 Act YTD 12/31/07	FY08 Revised Budget	FY09 Adopted Budget
Revenue	- 1,745,483	- 1,730,877	- 734,038	- 1,806,960	- 1,806,960
Personnel Expense	423,879	502,994	261,843	534,589	398,090
Operating Expense	14,767	5,720	146,011	267,760	226,328
Transfers	-	-	-	-	-
Net Operations	- 1,306,837	- 1,222,163	- 326,184	- 1,004,611	- 1,182,542
STAFFING LEVEL	6	7	N/A	7	4

# Program Budget for Fiscal 2009

## General Fund

**Department:** Information Technology  
**Section Name:** Development Group  
**Section Number:** 201802

### Program Description:

In concert with the Development Center Group, this office provides a high level of detailed systems and process analysis; custom programming, project management; systems administration of purchased and custom systems; vendor contract management; decision support software, ongoing software support and, technology consulting to a wide range of internal Shelby County customers, including the State Criminal Court Clerk, General Sessions Criminal Court Clerk, Mayor's Administration, Shelby County Sheriff, Probate Court Clerk, Shelby County Clerk, as well as outside agencies throughout the region and state. We also support a robust set of system software interfaces between all the systems that combined constitute criminal justice. Our software systems provide daily 24 hour support for these customers' automated business functions. All of our customer's functions and systems are legally required in order to support the functions of the constitutionally required offices.

**Legally Mandated?** Yes **Legal Reference or Statute:** IT support for mandated functions

### Goals and Objectives:

To continue to provide a consistently high level of automation services to customers, while remaining as cost efficient as possible; to respond to new work requests (first response) within the prescribed time frame set by SLA Committee.

### Service Level Measurements:

**FY05**

**FY06**

**FY07**

First Response calls made within stated time frame		96.77%	95.9%

### Operating Expenses:

ACCOUNT TYPE:	FY06 Actual	FY07 Actual	FY08 Act YTD 12/31/07	FY08 Revised Budget	FY09 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	1,157,274	1,060,149	598,429	1,282,117	1,342,110
Operating Expense	298,259	113,321	6,981	97,090	75,386
Transfers	-	-	-	-	-
Net Operations	1,455,533	1,173,470	605,410	1,379,207	1,417,496
STAFFING LEVEL	17	14	N/A	15	15

# Program Budget for Fiscal 2009

# General Fund

**Department:** Information Technology  
**Section Name:** Customer Support  
**Section Number:** 201803

## Program Description:

The Customer Support Group provides: County-wide technical support, bench-repair and manufacturers warranty services for approximately 2,100 desktop PCs, 700 printers and numerous peripheral devices via a central IT help-desk, move/add/change services, many of which are project-based, and provides technology consulting, development and support for Magic Software solutions that meet the line-of-business needs of many county departments and the citizenry. Since 2005, Customer Support has steadily improved its Quality of Service, and continues to provide services to an increasing number of users and departments. During fiscal '08 Customer Support plans to broaden its scope to provide in-house support for Telecom-related services including telephones, cell-phones, PDAs, AirCards, pagers and GPS tracking devices.

**Legally Mandated?** No **Legal Reference or Statute:**

## Goals and Objectives:

To consistently meet and exceed the service needs and requirements of our customers by continuing to provide the highest quality desktop products, productivity tools and services through the most efficient use of funds and personnel resources. To actively seek new technologies to expand the capability and capacity of all areas of Customer Support operations.

## Service Level Measurements:

	FY05	FY06	FY07
Primary devices supported (PCs, printers)	2,100+	2,400+	2,800+
Help Desk First-Call Resolution (FCR)	9.9%	17.4%	31.1%
Magic users (departments)	5	7	9

## Operating Expenses:

ACCOUNT TYPE:	FY06 Actual	FY07 Actual	FY08 Act YTD 12/31/07	FY08 Revised Budget	FY09 Adopted Budget
Revenue	-	- 96	-	-	-
Personnel Expense	991,551	1,084,640	677,927	1,405,643	1,427,642
Operating Expense	503,381	432,796	150,118	328,445	328,445
Transfers	-	-	-	-	-
Net Operations	1,494,932	1,517,340	828,045	1,734,088	1,756,087
STAFFING LEVEL	19	18	N/A	18	19



# Program Budget for Fiscal 2009

## General Fund

**Department:** Information Technology  
**Section Name:** Operations  
**Section Number:** 201804

### Program Description:

The Computer Operations staff schedules all backup systems and user files on a daily basis, processes the nightly production schedules, and runs, prints, binds and distributes reports for the Mayor's administration and some of the elected officials. This group also transports backup file tapes to the Justice Complex and the Remote Site on a daily basis and performs some equipment maintenance. This department operates 24 hrs a day, 7 days a week, and 365 days a year.

**Legally Mandated?** No **Legal Reference or Statute:**

### Goals and Objectives:

Provide first line support after normal business hours, and resolve basic problems for divisions of the Mayor's administration. Process user data overnight and have it ready for pickup at the beginning of the next business day.

### Service Level Measurements:

**FY05**

**FY06**

**FY07**

Nightly saves (backups) of system files and user files	99%	99%	99%
Nightly processing, generating, and preparing of reports	99%	99%	99%

### Operating Expenses:

ACCOUNT TYPE:	FY06 Actual	FY07 Actual	FY08 Act YTD 12/31/07	FY08 Revised Budget	FY09 Adopted Budget
<b>Revenue</b>	-	-	-	-	-
<b>Personnel Expense</b>	936,448	1,012,923	536,665	1,214,246	1,153,995
<b>Operating Expense</b>	1,481,483	1,501,920	871,736	1,397,673	1,483,771
<b>Transfers</b>	-	-	-	-	-
<b>Net Operations</b>	2,417,931	2,514,843	1,408,401	2,611,919	2,637,766
<b>STAFFING LEVEL</b>	19	21	N/A	21	20

# Program Budget for Fiscal 2009

# General Fund

**Department:** Information Technology  
**Section Name:** Technical Support  
**Section Number:** 201805

## Program Description:

Technical support group provides: County-wide Network Design and Administration; INTERNET and INTRANET Web site Design and Administration; WEB hosting administration for county admin and several elected officials; administration of highly complex large scale Network Server environments; administration of an EXTRANET environment supporting inter-connectivity between multiple government agencies; a high level of detailed technical system design and process analysis; project management; systems administration of purchased and custom systems; vendor contract management; technology consulting to a wide range of internal Shelby County customers; and technology and technical consulting to external government agencies.

**Legally Mandated?** No **Legal Reference or Statute:**

## Goals and Objectives:

Consistently meet and exceed the network service needs and requirements of our customers by continuing to provide the highest quality products and services through the most efficient use of funds and personnel resources; actively seek new technologies to expand the capability level of network and network services.

## Service Level Measurements:

	FY05	FY06	FY07
Network infrastructure availability (Nodes, PCs, parts, etc)	2,900+	3,200+	3200+
Network services (E-mail antivirus, Internet access, etc.)	2,000	2,100	2100
EXTRANET users (Municipalities, FBI, etc.)	100	203	270

## Operating Expenses:

ACCOUNT TYPE:	FY06 Actual	FY07 Actual	FY08 Act YTD 12/31/07	FY08 Revised Budget	FY09 Adopted Budget
Revenue	-	-	-	-	-
Personnel Expense	1,076,242	1,153,868	639,367	1,308,937	1,320,739
Operating Expense	344,641	136,294	59,635	302,046	299,084
Transfers	-	-	-	-	-
Net Operations	1,420,883	1,290,162	699,002	1,610,983	1,619,823
STAFFING LEVEL	15	15	N/A	14	14



# Program Budget for Fiscal 2009

# General Fund

**Department:** Information Technology  
**Section Name:** Development Center  
**Section Number:** 201807

## Program Description:

In concert with the Development Group I, this office provides a high level of detailed systems and process analysis; custom programming, project management; systems administration of purchased and custom systems; vendor contract management; decision support software, document management and, technology consulting to a wide range of internal Shelby County customers, including the State Criminal Court Clerk, General Sessions Criminal Court Clerk, Mayor's Administration, Shelby County Sheriff, Probate Court Clerk and Shelby County Clerk, as well as outside agencies throughout the region and state. Our software systems provide daily 24 hour support for our customer's automated business functions including Business Tax, Payroll and Personnel, Finance, Marriage License, Motor Vehicle Registration, Criminal Court (GS & State) & Probate Court dockets and case financials, prisoner management for both the Shelby County Jail and the Shelby County Correction Center, Victims Assistance Center. We also support a robust set of system software interfaces between all the systems that combined constitute criminal justice. All of our customers' functions and systems are legally required in order to support the functions of the constitutionally required offices.

**Legally Mandated?** Yes **Legal Reference or Statute:** IT support for mandated functions

## Goals and Objectives:

To continue to provide a consistently high level of automation services to customers, while remaining as cost efficient as possible; to respond to new work requests (first response) within the prescribed time frame set by SLA Committee.

## Service Level Measurements:

	FY05	FY06	FY07
First Response calls made within stated time frame	N.A.	96.67%	97.3%

## Operating Expenses:

ACCOUNT TYPE:	FY06 Actual	FY07 Actual	FY08 Act YTD 12/31/07	FY08 Revised Budget	FY09 Adopted Budget
Revenue	-	- 163	-	-	-
Personnel Expense	1,364,106	1,461,164	795,612	1,767,463	1,785,474
Operating Expense	470,596	1,178,125	407,632	1,197,791	1,177,791
Transfers	-	-	-	-	-
Net Operations	1,834,702	2,639,126	1,203,244	2,965,254	2,963,265
STAFFING LEVEL	17	17	N/A	18	18



## FINANCE

ACCT	DESCRIPTION	FY 05 ACTUAL	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 YTD ACTUAL 12/31/07	FY08 REVISED BUDGET	FY 09 ADOPTED BUDGET
<b>2025</b>	<b>FINANCE</b>						
42 - Local Revenue		-571,218	-583,169	-634,969	-240,646	-643,654	-662,682
47 - Other Revenue		-1,685	0	0	0	0	0
<b>Revenue</b>		<b>-572,903</b>	<b>-583,169</b>	<b>-634,969</b>	<b>-240,646</b>	<b>-643,654</b>	<b>-662,682</b>
51A - Salaries		2,407,768	2,692,379	2,839,997	1,388,839	3,127,272	3,085,052
52A - Other Compensation		11,357	15,935	12,645	4,725	10,000	10,000
55 - Fringe Benefits		610,719	703,420	770,736	383,970	883,342	878,306
<b>Salaries &amp; Fringe Benefits</b>		<b>3,029,844</b>	<b>3,411,734</b>	<b>3,623,378</b>	<b>1,777,534</b>	<b>4,020,614</b>	<b>3,973,358</b>
60 - Supplies		33,131	43,938	53,793	16,013	68,162	66,962
64 - Services		16,040	12,079	10,229	10,265	25,500	19,500
66 - Professional & Contracted Services		27,071	52,488	25,833	15,514	53,362	53,362
67 - Rent, Utilities & Maint		28,614	42,885	42,252	24,687	43,339	43,339
68 - Interdepartmental Charges/Expenditu		1,711	1,391	2,499	20,261	107,813	115,013
<b>Operating &amp; Maintenance</b>		<b>106,567</b>	<b>152,781</b>	<b>134,606</b>	<b>86,740</b>	<b>298,176</b>	<b>298,176</b>
<b>Expenditures</b>		<b>3,136,411</b>	<b>3,564,515</b>	<b>3,757,984</b>	<b>1,864,274</b>	<b>4,318,790</b>	<b>4,271,534</b>
96 - Operating Transfers In		-661,988	-357,199	-669	0	-668,217	-762,024
<b>Operating Transfers In</b>		<b>-661,988</b>	<b>-357,199</b>	<b>-669</b>	<b>0</b>	<b>-668,217</b>	<b>-762,024</b>
98 - Operating Transfers Out		117,417	58,692	88,280	0	0	0
<b>Operating Transfers Out</b>		<b>117,417</b>	<b>58,692</b>	<b>88,280</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers</b>		<b>-544,571</b>	<b>-298,507</b>	<b>87,611</b>	<b>0</b>	<b>-668,217</b>	<b>-762,024</b>
<b>FINANCE</b>	<b>TOTAL</b>	<b>2,018,937</b>	<b>2,682,839</b>	<b>3,210,626</b>	<b>1,623,628</b>	<b>3,006,919</b>	<b>2,846,828</b>

# Program Budget for Fiscal 2009

# General Fund

**Department:** Finance  
**Section Name:** Finance  
**Section Number:** 202501

## Program Description:

Accounting is responsible for maintaining the financial records of Shelby County. Services include maintaining a system of internal controls to reasonably ensure the accuracy of the accounting records, preparing the County budget and monitoring compliance, preparing financial reports including the Comprehensive Annual Financial Report (CAFR) and coordinating the annual audit. Related functions include processing and distributing payroll and vendor payments, receiving and recording revenue, monitoring collections of revenue, processing budget adjustments, reviewing all resolutions for financial compliance, and providing all administrative functions related to debt management. Accounting works with all departments to provide accounting assistance and guidance as needed.

**Legally Mandated?** Yes **Legal Reference or Statute:** County Charter

## Goals and Objectives:

The goals and objectives of Accounting are to maintain accurate and complete financial records, to provide meaningful data in usable formats to facilitate sound decision making, to serve as a financial resource to all departments, and to improve efficiency and effectiveness through continued conversion to electronic media.

## Service Level Measurements:

	<i><b>FY05</b></i>	<i><b>FY06</b></i>	<i><b>FY07</b></i>
Accounts Payable checks	22,367	22,635	21,011
Payroll disbursements	154,259	153,306	155,538
Journal entries	2,951	3,032	3,225

## Operating Expenses:

<i><b>ACCOUNT TYPE:</b></i>	<i><b>FY06 Actual</b></i>	<i><b>FY07 Actual</b></i>	<i><b>FY08 Act YTD 12/31/07</b></i>	<i><b>FY08 Revised Budget</b></i>	<i><b>FY09 Adopted Budget</b></i>
<i><b>Revenue</b></i>	-	-	-	-	-
<i><b>Personnel Expense</b></i>	1,889,239	2,071,084	1,028,602	2,256,985	2,309,276
<i><b>Operating Expense</b></i>	32,973	40,832	33,593	130,073	130,073
<i><b>Transfers</b></i>	-	- 523	-	-	-
<i><b>Net Operations</b></i>	1,922,212	2,111,393	1,062,195	2,387,058	2,439,349
<i><b>STAFFING LEVEL</b></i>	32	32	N/A	32	33